**Guidelines to complete a Bursary Transfer (BBT) document**

* **KFS navigation:** **Main Menu >** **Administrative Transactions** **>** **Financial Processing >** **Bursary Transfer**
* Open a new BBT document and **write down the Doc Nbr** in the document header on your original documentation.
* Use the Tab key on your keyboard between fields.

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|  | **Tab / Action** | **Fields to be completed** |
| 1 | Document Overview | * Description (Auto generated: Org code & name + Initiator’s surname & name) – do not type in this field! * Explanation (optional) * Click |
| 2 | Accounting Lines – **Expense** Section | * Complete or  Chart Code * Complete or  Account Number * Complete or  Object Code * Complete Amount * Complete Line Description * Click  and ensure the line is numbered |
| 3 | Notes and Attachments | * Type your notes in the Note field * Click on  to browse on your computer for the supporting documents (contracts etc.) you want to attach. * Click * Click |
| 4 | Ad Hoc Recipients (**Compulsory**) | * Click  and choose the  action * Complete or  the person to add to the routing * Click |
| 5 | Route for approval | * Click  at the bottom of the E-doc |
| 6 | Route Log | * To follow the progress and find out who is next in line to approve * Click ***tinybutton-show*** in the Pending and Future Action Requests |
| 7 | Close the document | * Click  to close the document. |